



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
PhilHealth Regional Office IVA
Lucena Grand Central Terminal, Brgy. Ilayang Dupay, Lucena City
Call Center (02) 8441-7442 | Contact Number (042) 373-7554
www.philhealth.gov.ph | region4a@philhealth.gov.ph



PURCHASE ORDER

OFFICE/DEPARTMENT: MSD-Admin

Supplier: **LEE DESIGNS INDUSTRIES INC.**
Address: 663 Del Monte Avenue,
Quezon City
Tel.Fax No.: (02) 8352 8778 / 8363 0158 / 8709 9636 to 38
Supplier Registered Department of Trade and Industry

PO No. 2021-04-098
Date: November 9, 2021
Terms of Payment: ON ACCOUNT
Mode of Procurement: NP-SMALL VALUE

Please deliver to this office within 30 days from receipt hereof the following:

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	1	unit	Junior Executive for SG 24-25 and LHIO Heads	8,650.00	8,650.00
			-SEC9300, alum. Base		
2	4	units	Clerical Chairs	7,350.00	29,400.00
			-JEC8300, nylon base		
			-please see attached sheet for specifications		
					38,050.00
			Less Taxes: 5% VAT	1,698.66	
			1% EWT	339.73	2,038.39
			TOTAL AMOUNT		36,011.61
			Purchase Request No: 2021-01-114		
			Date: 16-Sep-21		

Terms & Conditions:

- The agency shall impose equivalent to 1/10 of 1 percent of the total value of the undelivered order for each day of delay as liquidated damages.
- If the date of receipt of the Purchase Order / PO by the dealer is not indicated, it shall be deemed received on the day it was acknowledge to have been received by a representative either through fax or email.
- Delivery of the above item(s) shall be made within the delivery period from Mondays to Fridays 8am to 5pm. Supplier are advised to inform Procurement Section atleast two (2) days before the delivery. All item(s) shall be delivered and accepted by the Property and Supply Unit at Philhealth Regional Office IV-A, Lucena Grand Central Terminal, Brgy. Ilayang Dupay, Lucena City.
- Delivery Receipt and Sales Invoice shall be required to one-time complete delivery of the goods.
- Defective, incompatible or non-compliant of goods as to specification when quoted shall be rejected and returned at the time of delivery. With provision for a back-up unit in case of repair.
- The contracting parties undertake to comply with Office Order No. 0018-2015 entitled Renunciation of Philhealth No Gift Policy (Revision 1) which is deemed incorporated into this Contract. No Philhealth personnel shall solicit, demand, or accept, directly or indirectly, any gift from any person, group or association, or juridical entity, whether from the public or private sector, at anytime, on or off the work premises where such gift is given in the course of official duties or which in connection with any transaction which may affect the functions of their office or influence the actions of directors or employees, or create the appearance of a conflict of interest.

Very truly yours,

BENJIE A. CUVINAR
Chief, MSD

Certified Budget Available:	Funds Available in the amount of:	38,050.00	APPROVED:
MA. PAMELA B. LEYNES Fiscal Examiner A	ARON R. RIANO Fiscal Controller IV		ARLAN M. GRANALI ARVP, PRO IVA
With in the COB: 2021 COB			
Expense Code: 10607010 /			
Budget: 50203220			
Budget: 38,050.00			
Remarks:			
Conforme:	MA. GLACIA MALCERANA Signature over Pinned Name and Position of Authorized Representative	Received Copy of PO:	Date: 11/17/21

